North Central Regional Transit District (NCRTD)

Resolution 2012-29

RESOLUTION CREATING GENERAL POLICY AND PRIORITIES FOR USE OF THE JIM WEST REGIONAL TRANSIT CENTER

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, the Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the District; and

WHEREAS, the Board recognizes that creating a policy and providing priorities for the usage of the Jim West Regional Transit Center is desired; and

WHEREAS, by making available meeting space to state and local government entities, agencies, boards and their committees benefits the greater north central New Mexico region, and

WHEREAS, The Executive Director is requested to promulgate and issue administrative and operational procedures for the implementation of this policy establishing priorities for the use of the Jim West Regional Transit Center.

NOW THEREFORE THE NCRTD BOARD, DOES RESOLVE AS FOLLOWS:

Section 1. The purpose of the policy shall be to:

A. Make the facility available to state and local government entities, agencies, boards and their committees;
B. Provide for the appropriate uses of the NCRTD facility and protection of the asset for future generations;
C. Provide a mechanism for review and approval of possible requested use;

D. Establish priorities and scheduling of the Board Room and other meeting spaces.

Section 2. Review, Approval, and Authority:

A. The Executive Director shall review and approve all usage of the Executive Board Room.
B. Priorities for its usage shall be as follows:
    1) District usage, Board Meetings, Committee Meetings, Professional Meetings hosted by the District Board or Staff.
    2) NCRTD Member entities or their Boards or Committees.
    3) Other Public Service Agencies such as tribal, state, federal, city, county or local agencies deemed to be subdivisions of the state by state statue.
    4) Agencies or Boards or delegated committees of state, municipal or county entities.
    5) Special events as deemed to be incidental uses by the Executive Director.
C. Fees and non-refunded deposits maybe assessed for the following purpose subject to the Executive Director's approval.
    1) In the event that the District needs to provide staffing to support the requested use and offset it's incurred costs.
D. Proof of insurance coverage is required to be provided by the event holder, with the District named as additional insured when the event holder is not an entity insured by New Mexico Municipal Self Insurance Fund.
E. NCRTD facilities will not be used for or by;
    1) Activities involving fund raising, advertising, promoting or selling of merchandise or services, for profit or not for profit (excluding professional training sessions offered on a fee basis by any entity permitted to use such facility);
    2) Persons or organizations for election or campaign purposes or purposes contrary to federal, state or city law.

Daniel R. Barrone, Chair

Approved as to form:

Peter Dwyer, Counsel